

Circulation Policy of the Hepburn Library of Hermon

- ✓ **What you need to get a library card:** An address in St. Lawrence, Jefferson, Lewis or Oswego County, a registration form, and a current and valid driver's license or other valid form of picture identification, such as student ID or county-issued non-driver's license. If a picture ID is not available, or if the address on the picture ID is not local, then two currently dated forms of ID will be required, such as: utility bill; phone bill; rental receipt; other bills with current address. Parents may present their ID for a child.
- ✓ **Who can get a library card:** Everyone age 5 and older is eligible for a library card. Children under the age of 5 must have a parent or guardian present at registration.
- ✓ **Overall policy.**
 - Patrons must present their library card (physical or digital) to check out materials. If they do not have their library card, they must present a current and valid driver's license or other valid form of picture identification.
 - Up to **10 items may be checked out** on a patron's account at any one time.
 - Up to **10 holds may be placed** on a patron's account at any one time.
 - After placing a hold, and an item is available for pickup, patrons will receive an email notice, and/or telephone call from the library. Patrons will have **14** days to check-out the item. If the item is not checked-out in **14** days, the next patron on the list will be allowed to borrow the item.
 - Library cards must be renewed every year. If a cardholder has an email on file, they will be notified within 30-days of their card needing to be renewed
 - A cardholder will have their borrowing privileges suspended if they have more than **3** items overdue. Once the cardholder has brought their account below these limits, their privileges will be reinstated.
 - Patrons are responsible for the replacement cost of lost or damaged items.
- ✓ **Circulation/Loan policies.**

Items	Loan period	Overdue fines per day	Maximum fine	Renewals
New Adult books	30 days	Fine Free	Fine Free	3
New Young Adult books	30 days	Fine Free	Fine Free	3
New Children's books	30 days	Fine Free	Fine Free	3
New DVDs & Blu-rays	7 days	Fine Free	Fine Free	3
New Audiobooks & Music CDs	30 days	Fine Free	Fine Free	3
Adult books	30 days	Fine Free	Fine Free	3
Young Adult books	30 days	Fine Free	Fine Free	3
Children's books	30 days	Fine Free	Fine Free	3
DVDs & Blu-rays	7 days	Fine Free	Fine Free	3
Audiobooks & Music CDs	30 days	Fine Free	Fine Free	3
Reference books	0 days	N/A	N/A	0

This policy was adopted by the Board of Trustees of the Hepburn Library of Hermon on February 28, 2023.

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Magazines & Newspapers	30 days	Fine Free	Fine Free	3
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- ✓ **Notices.** When a patron's email address is present in the patron record, they will occasionally receive auto-generated email notices that may include information regarding library holds, checkouts, overdue items, bills, and/or yearly check of their contact information.

- ✓ **Interlibrary Loan**

The Interlibrary loan (ILL) service supports the mission of the library by providing expanded access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust local resources first, before requesting items on interlibrary loan.

 - Patrons must have a library card in good standing to use the Interlibrary Loan service.
 - 3 active requests are permitted at any one time per patron.
 - Materials will be available for pickup for 14 days after they are received at the library. If an item is not picked up within 14 days, the hold will be removed, and the item returned to the library where it originated.
 - Interlibrary loan materials are checked out for twenty-eight (28) days, unless specified otherwise by the lending library.
 - Interlibrary Loans may be renewed 3 times if the lending library permits renewals.
 - Interlibrary loan requests take one to two weeks to fill. Other items may take longer, so please tell staff if you need items before a certain date.
 - The library always attempts to borrow from libraries who lend free of charge. However, if an item is only available from a library which charges a fee for loans, the item will be requested only if the patron agrees to pay the fee, in addition to any shipping fees that may be incurred.
 - The patron is responsible for overdue fees and repair/replacement costs for any interlibrary loan items that are damaged or lost.

- ✓ **Confidentiality is important to us.**

Library records that are deemed confidential are covered by New York State Law signed on June 13, 1988 (1 CPLR 4509). These records are related to the circulation of library materials that contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems, of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests, or the use of audio-visual materials, films or records. These records shall be confidential and shall not be disclosed except that such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The Hepburn Library of Hermon adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

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